Chapter 5

Non-Appropriated Fund Mass Actions

Chapter Overview

Introduction   This chapter explains how to process Non-Appropriated Fund (NAF) mass actions to include Mass Appraisals and Mass Salary

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See also

- Module 1, Fundamentals of the Modern DCPDS
- Module 4, Staffing Using the Modern DCPDS
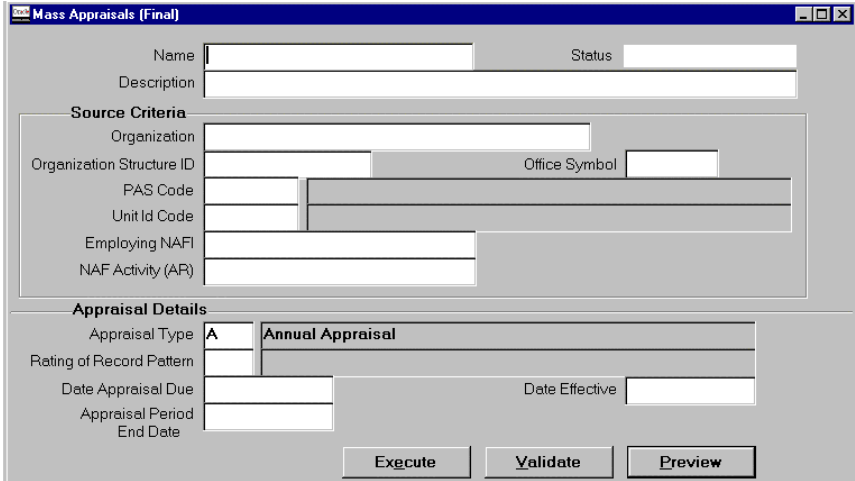- Module 5, Workforce Relations Using the Modern DCPDS

Processing NAF Mass Appraisals

Purpose   This section explains how to process NAF mass appraisals for a group of similar appraisals.

See Also   Module 1, Fundamentals of the Modern DCPDS
          Chapter 3, Navigating the Modern DCPDS
               Section: Main Menu Bar
     Module 2, Position Management and Classification Using the Modern DCPDS
          Chapter 3, Managing Position Hierarchy
               Section: Using the Application Data Extract (ADE) Tool
     Module 5, Workforce Relations Using the Modern DCPDS
          Chapter 2, Performance Appraisal Information

Before You Begin

- Use mass appraisals when you want to update multiple records at one time.
- When you process NAF mass appraisals, the People Record is updated.
- A Request for Personnel Action (RPA) is not produced as it is with other mass actions.
- There is no Notification of Personnel Action (NPA) (Army DA 3434 or Air Force AF 2548 equivalent form) generated.
- You can export the data from the **Preview** Window to an Excel spreadsheet.

Who Does It   The capability to create and execute a mass appraisal is available only in the CIVDOD NAF HR Manager responsibility.

Processing NAF Mass Appraisals

Processing a Mass Appraisal
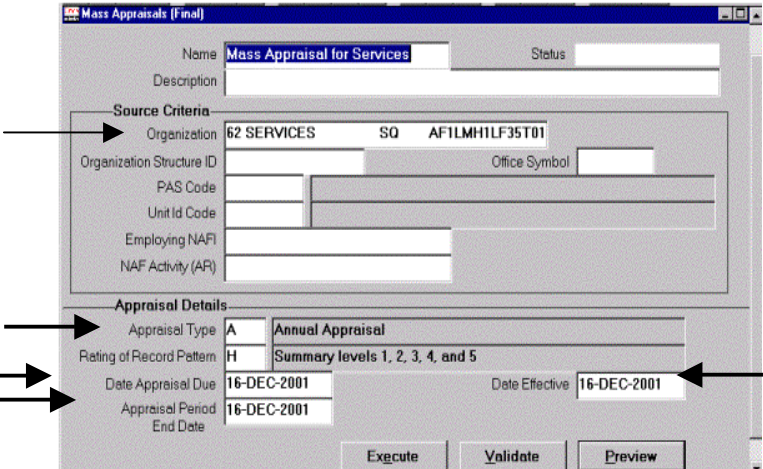
Step	Action
1	From the **Navigation List** → *Mass Actions* → *Mass Appraisal* → *Final Mass Appraisals* → **<Open>**. **Notes:** • The **Mass Appraisal (Preview)** Window is available as a "rough draft" window. It is exactly like the **Mass Appraisal (Final)** Window, but without the **<Execute>** Taskflow Button. You can create the mass appraisal by clicking either menu item. Mass appraisals can only be processed in the **Final Mass Appraisal** Window. • Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.
2	The **Mass Appraisal (Final)** Window displays with three taskflow buttons. With your cursor in the *Name* data field, type in a unique name for the appraisal action you are creating. **Note:** The *Status* data field is system-generated to show how far your appraisal has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.

Processing NAF Mass Appraisals, Continued
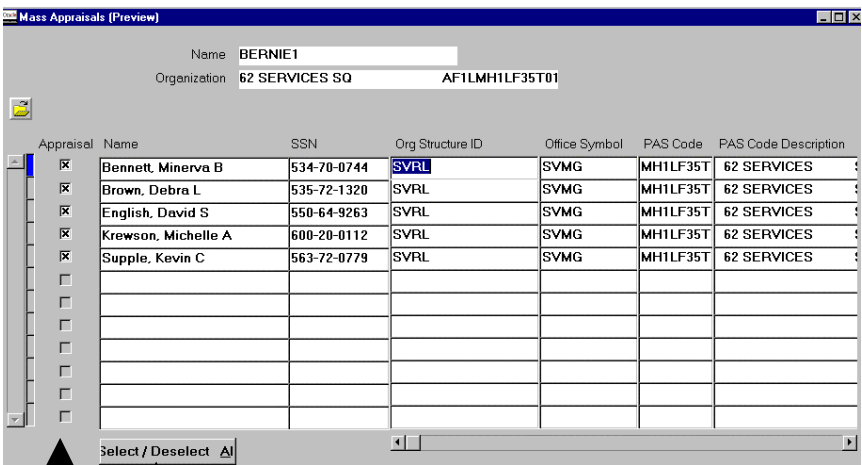
Processing a Mass Appraisal (continued)

Step	Action
3	• The *Description* data field is free text that you type to describe your action and can accommodate 100 characters. • The **Source Criteria** Region allows you to enter data to define the employees to be included in the Mass Appraisal process. • The *Organization* data field must be completed. • The other data fields allow you to further define the select criteria, if desired. • The **Appraisal Details** Region must be completed for Appropriated Fund actions, because of OPM CPDF edits. NAF employees are not subject to these edits; however, some data fields are required.

Data Field	Description
Appraisal Type	Automatically populates with Code A. You can overwrite it with codes on the LOV.
Rating of Record Pattern	Required for NAF - (Ex: H).
Date Appraisal Due	Required for NAF.
Date Effective	Required for NAF.
Appraisal Period End Date	Required for NAF.

◆ **Example:**

Processing NAF Mass Appraisals, Continued

Previewing Your Action

Clicking <**Preview**> on the **Mass Appraisals (Final)** Window displays the **Mass Appraisals (Preview)** Window. Based on the information input in the Source Criteria on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN. The names for the mass appraisal can be viewed and selected or deselected. Follow the steps below to preview the action.

Step	Action
1	On the **Mass Appraisals (Final)** Window, click **<Preview>**. The **Mass Appraisals (Preview)** Window displays with data elements populated from the previous window. **Note:** The "X" in the **Appraisal** checkbox indicates the name on the line next to the "X" is included in the mass appraisal action. Deselect the "X" if the name is <u>not</u> to be included. • If a large number of names appear on the window, but only a few are to be included: • Click <**Select/Deselect All**> to remove the "X" from the checkboxes. • Select the names to be included by individually selecting "X" in the checkbox next to the names.

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Processing NAF Mass Appraisals, Continued

Previewing Your Action (continued)

Step	Action
1 (cont)	The **Appraisal** checkbox displays next to the *Name* and *SSN* columns. You can scroll through the remaining columns with the *Name* and *SSN* always visible as shown above. Information may or may not populate the columns. The remaining columns on the **Preview** Window contain data for all components. You are only required to complete the data necessary to comply with your business rules; e.g., *Target Rating of Record* – where you actually enter the rating (1-5). The columns are provided below with annotations. (N/A) means not required for NAF.

Columns	Columns (cont)
Org Structure ID	**Target Bonus Indicator (Demo)**. (N/A)
Office Symbol	**Target Bonus Reason (Demo)**. (N/A)
PAS Code (Air Force only)	**Target Appraisal Type**. (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)
PAS Code Description (Air Force only)	**Target Rating of Record**. (Required input from LOV.)
Unit Id Code (Army only)	**Target Rating of Record Level**. **(**N/A)
Unit Id Code Description (Army only)	**Target Rating of Record Pattern**. (Enter 1 through 5.)
Employing NAFI	**Target Factor (AF)**.
NAF Activity (AR)	**Target Date Appraisal Due**.
Pay Plan	**Target Date Effective**.
Pay Plan Description	**Target Appraisal Period End**. (N/A)
Grade	**Date and Comments**. (Free form for your use only – Optional.)
Performance Constraint Indicator (Demo) (N/A)	

Processing NAF Mass Appraisals, Continued

Previewing Your Action (continued)

Step	Action
2	Click **Save** and exit the window to return to the **Mass Appraisals (Final)** Window.
3	Click **<Validate>** to run the business rules for the process and identify any errors that occurred. - You can check the Process Log to determine if errors or warnings occurred, and make any necessary corrections. - The business rules in effect for individual update of a record (direct update of the SIT) also apply to the mass process.

Validating the NAF Mass Appraisal

Clicking <**Validate**> on the **Mass Appraisals (Final)** Window displays a Message Box. Click <**Validate>** after Preview has been completed to ensure there are no rejects before Executing the action.

Step	Action
1	Click **<Validate>** on the **Mass Appraisals (Final)** Window to display a Message Box with the following "Validation process completed successfully." **Note** ✕ ⓘ Validation process completed successfully. (CIV_MAP_VALID) [OK] Click **<OK>.**
2	If an Error Message Box displays it indicates the required items that have not been entered. **Error** ✕ ✖ Validation process completed with errors. Request ID for Error Report request is 4084. (CIV_MAP_VALID_ERR) [OK]

Processing NAF Mass Appraisals, Continued

Validating the NAF Mass Appraisal (continued)

Step	Action
2 (cont)	**Note:** Air Force requires the *Target Factor* column to be completed; otherwise, an error will occur.
3	To view the errors, click **Help** on the Main Menu Bar. • Click **View My Requests**. The **Requests** Window displays. • Click **<Request Log>** to print a word document that explains the errors on each action.
4	Correct the actions on the **Mass Appraisals (Preview)** Window, save your action, and return to the **Mass Appraisals (Final)** Window.

Executing the Mass Appraisal   Follow these steps to execute the mass appraisal and update the database.

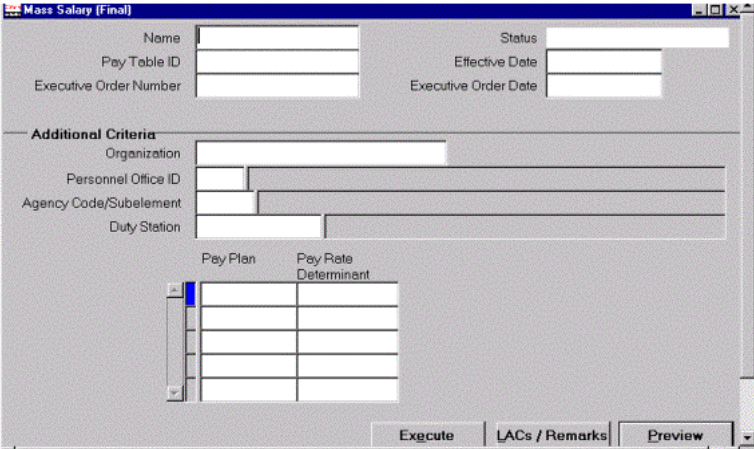| Step	Action
1	Click **<Execute>** on the **Mass Appraisals (Final)** Window to display a Message Box that says: "Mass Appraisals Final Process successfully submitted." **Note** Mass Appraisals Final Process successfully submitted, Request ID is 4080. (CIV_MAP_FINAL_SUBMIT) OK
2	Click **<OK>**. The **Mass Appraisals (Final)** Window displays. **Note:** Once your have "Executed" or "Processed" the action: • A new row of data is entered into each employee's record if the record validated. • The taskflow buttons (**Execute**, **Validate**, and **Preview**) are grayed out.

Processing NAF Mass Salary

Purpose   This section explains how to process NAF mass salary for **Pay Adjustment**.

See Also   Module 1, Fundamentals of the Modern DCPDS
                      Chapter 3, Navigating the Modern DCPDS
                            Section: Main Menu Bar
                Module 4, Staffing Using the Modern DCPDS
                      Chapter 6, Mass Actions

Before You Begin

- Use mass salary when you want to update multiple records at one time for Pay Adjustment - **NOA Code A894 (Army)** or **N894 (AF)**.
- When you process NAF mass salary, the People Record in HR is updated.
- RPAs are produced if required.
- ZZZ is used for Legal Authority Code for NAF pay actions.
- You can export the data from the **Preview** Window to an Excel spreadsheet.

Who Does It   The capability to create and execute a mass salary is available only in the CIVDOD NAF HR Manager responsibility.
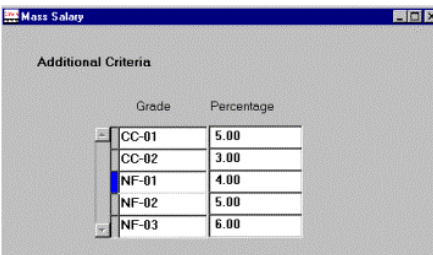
Processing NAF Mass Salary

Processing a NAF Mass Salary

Step	Action
1	From the **Navigation List** → *Mass Actions* → *Mass Salary* → *Mass Salary Preview* → **<Open>**. **Note:** • The **Mass Salary** Window is available as a "rough draft" window. It is exactly like the **Mass Salary (Final)** Window, but without the **<Execute>** Taskflow Button. You can create the NAF Mass Salary by clicking either menu item. Mass Salary can only be processed in the **Mass Salary (Final)** Window. • Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.
2	The **Mass Salary (Final)** Window displays with three Taskflow Buttons: <**Execute**>, <**LACs/Remarks**>, and <**Preview**>.
3	With your cursor in the *Name* data field, type in a unique name for the mass salary action you are creating. **Note:** The *Status* data field is system-generated to show how far your mass salary has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.

Processing NAF Mass Salary, Continued

Processing a NAF Mass Salary (continued)

Step	Action
4	Enter data in the remaining data fields: • *Pay Table ID* • *Effective Date* • *Executive Order Number* (if needed) • *Executive Order Date* (if needed) • **Additional Criteria** Region allows you to enter data to define the employees to be included in the Mass Salary process. • You must enter *Pay Plan*, e.g., CC, NF**,** and *Pay Rate Determinant.* **Note:** If you need to limit the select process, use the following data fields to enter information: • *Organization* • *Personnel office ID* • *Agency Code/Subelement* • *Duty Station*
5	Click the "**ZOOM**" Button ⬚ on the Toolbar to display the Mass Salary Flexfield, if required. **Mass Salary** Additional Criteria Grade Percentage CC-01 5.00 CC-02 3.00 NF-01 4.00 NF-02 5.00 NF-03 6.00
6	Enter the *Grade* and *Percentage* in the appropriate column based on pay plan and grade.

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Processing NAF Mass Salary, Continued

Previewing Your Action Clicking <**Preview**> on the **Mass Salary (Final)** Window displays the **Mass Salary (Preview)** Window.
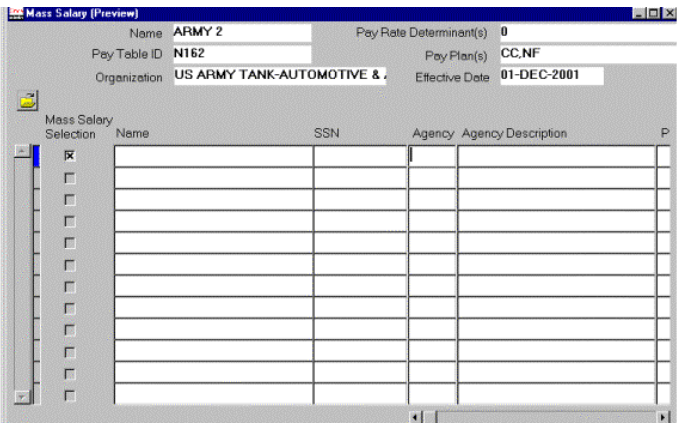

Based on the information input in the **Additional Criteria** on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.

The names for the Mass Salary can be viewed and selected or deselected.

Processing NAF Mass Salary, Continued

Previewing Your Action (continued)

Step	Action
1	On the **Mass Salary (Final)** Window, click **<Preview>**. The **Mass Salary (Preview)** Window displays with data elements populated from the previous window. Employee Names with SSNs and additional information display based on your selection criteria. ![Mass Salary (Preview) window showing Name ARMY 2, Pay Table ID N162, Organization US ARMY TANK-AUTOMOTIVE &, Pay Rate Determinant(s) 0, Pay Plan(s) CC,NF, Effective Date 01-DEC-2001, with Mass Salary Selection, Name, SSN, Agency, Agency Description, and P columns] **Note:** The "X" in the **Mass Salary** checkbox indicates the name on the line next to the "X" is included in the Mass Salary action. Deselect the "X" if the name is <u>not</u> to be included. • If a large number of names appear on the window, but only a few are to be included: • Click <**Select/Deselect All**> to remove the "X" from the checkboxes. • Select the names to be included by individually selecting "X" in the checkbox next to the names.

Processing NAF Mass Salary, Continued
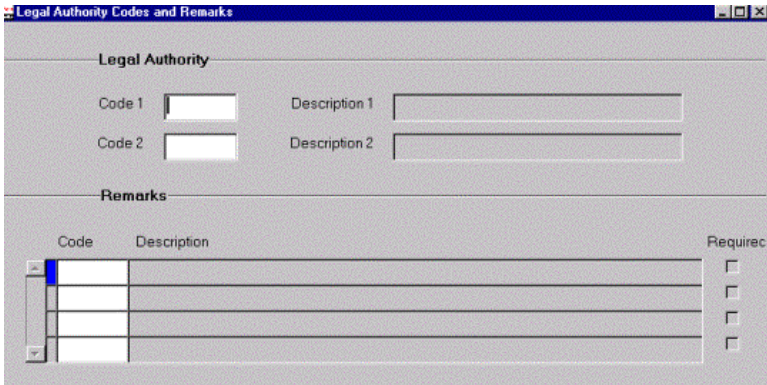
Previewing Your Action (continued)

Step	Action
1 (cont)	The **Mass Salary** checkbox displays next to the *Name* and *SSN* columns. You can scroll through the remaining columns with the *Name* and *SSN* always visible. Information may or may not populate the columns. The remaining columns are provided below with annotations.

Columns	Columns (cont)
Agency	**Total Old Salary**
Agency Description	**Total New Salary** (Manual calculation required by Germany and Italy; and countries that use Pay Table 0000, such as Turkey.)
POI	**Old Basic Salary**
POI Description	**New Basic Salary**
Duty Station	**Org Identified**
Duty Station Description	**Dt Last Equivalent**
Pay Plan	**Old WGI Due**
Pay Plan Description	**New WGI Due**
Grade	**Pay Plan**
Step	**WGI Pay Date**
New Step	**1st Pay Supp Type**
PRD (Pay Rate Determinant**)**	**1st Old Supp**
PRD Description	**1st New Supp**
New Step (For NAF 893 – WGI)	**1st Old Supp PCT**
To PRD (Required if different from existing PRD)	**1st New Supp PCT**
To PRD Description (See previous column)	**2nd thru 10th Supp Type** continues
Comments (free text)	
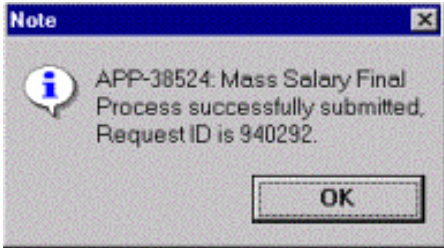
Processing NAF Mass Salary, Continued

Previewing Your Action (continued)

Step	Action
2	Click **Save** and exit the window to return to the **Mass Salary (Final)** Window.
3	Click <**LACs/Remarks**>. The Legal Authority Codes and Remarks Window display. NAF does not require Legal Authority Codes for Mass Pay, but you must enter "ZZZ" in the *Code 1* data field, if an RPA is required.

Executing the Mass Salary

Follow these steps to execute the Mass Salary and update the database.

Step	Action
1	Click <**Execute**> on the **Mass Salary (Final)** Window to display a Message Box that says: "Mass Salary Final Process successfully submitted."
2	Click <**OK**>. The **Mass Salary (Final)** Window displays.

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Processing NAF Mass Salary, Continued

Executing the Mass Salary (continued)

Step	Action
4	Click **Save**.
	Note: Once your have "Executed" the action, a new row of data is entered into each employee's record on the Mass Salary effective date.
	Note: To view the employee data that is located in **Entry Values** of the people record, select *People → Enter and Maintain* from the **Navigation List**. Once you have selected your employee, click the <**Assignment**> Taskflow Button, then <**Entries**> to display the **Element Entries** Window. Highlight the element that you want to view, click <**Entry Values**> to view the changes to the salary, and then exit the windows.